

# The Smart Way to Work

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DO NOT WORK OFF YOUR FLASH DRIVE! The flash drive is much slower and less stable than the computer's internal drive, and large files will often get corrupted when saving directly from the program to the flash drive.

## Follow this procedure:

1. Copy your files to your folder on the Scratch Drive or Thaw Space. Eject your Flash Drive
  2. Open your files from your folder and work on them.
  3. SAVE FREQUENTLY!!! A good rule of thumb is: "Save every time you do something right, and just before you do something wrong."
  4. When you finish working, save and quit the program and copy your files back to your flash drive. \*If you want to keep both your old version and your new version, rename your file.
  5. TAKE YOUR FLASH DRIVE WITH YOU WHEN YOU LEAVE!
- It is smart to put your name on your flash drive in case you forget it in the lab.

## Naming Files

- Name your files with your last name and a short name that clearly identifies the project, such as: *dallal\_movieposter.psd* Use underscores instead of spaces between words. Do not use capital letters.
- Number different versions with a 2 digit system that comes after the name, such as: *dallal\_movieposter01.psd* (first version) *dallal\_movieposter02.psd* (second version) and so on..... This will allow you 99 versions of the file.

## Saving Files

While working on the lab desktop computers, always save your work into your own folder on the Scratch Drive or Thaw Drive. This way you should always be able to locate your files. On your flash drive make a folder for this class and copy all work into that folder.

## Back-ups

You are required to have 3 copies of all class projects stored in 3 different places. Anything less is an invitation to disaster. Losing your file or a damaged file is not an excuse for being late turning your work in. Having multiple back-ups will protect you from this tragedy.

Example:

Copy 1: on Scratch Drive or Thaw Drive

Copy 2: on Flash Drive

Copy 3: on DropBox (or other cloud storage).

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I have read and understand the *Smart Way to Work* and I will have at least three copies of all my project files in three different places, one of which must be in the Cloud. I promise not to cry, throw a fit, or get depressed and drop the class if I lose an important file due to not following this advice. I will just take a deep breath and redo the project and be happy that I have learned this lesson at school and not on the job where money and my reputation are on the line.

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Print name

Signature

Semester/Class